

# **CURRICULUM VITAE**

Full name : Ms. Sbongile Moya  
Date of birth : 14/01/2002  
Education : Matric NQF level 4  
Personal Address : 7754 Ngakane Street, Orlando West, 1804  
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## **PROFILE**

I specialize in Personnel Administration work, Personnel Training, motivating and supporting the employees and management to deliver quality services to clients and to meet company objectives.

## **EDUCATION**

### **ORLANDO SECONDARY SCHOOL**

Qualification : Matric Certificate  
Year obtained : 2019  
Subject Completed : English, Isizulu, Accounting, Economics, Business Studies, Life Orientation.

## **EMPLOYMENT EXPERIENCE**

**Job Description** : Assistant Administrator  
**Company name** : HIVSA  
**Duration** : 1 year contract

### **Duties**

- Full range clerical work namely, printing, filing, scanning, faxing, answering and making calls.
- Scheduling meetings, trainings by printing all the required documentation, previous meeting agenda, previous minutes, attendance registers and taking of minutes if required.
- Venue booking for meetings and trainings
- Filing and keeping records of all meetings and training, registers, agendas & minutes.
- Prepare GRNs
- Ordering and receiving stationery and stock for the organisation.

- Allocating of vehicles to team members, inspecting vehicles in the morning and checking the cleanliness of vehicle before allocation.

## **REFERENCES**

**Job title** : CSS Administrator (Supervisor)  
**Contact person** : Ms Kedumetse Sima  
**Contact number** : 011 4941 1900/0722533623

**Job Description** : Data Capture  
**Company name** : Anova Health Institute  
**Duration** : A year

### **Duties**

- Day to Day Capturing of HTS Registers and Patient files
- Generating Reports
- Retrieving Early and Late missed appointment files
- Assisting at the reception
- Generating monthly reports and Dispatch
- Printing and filing

## **REFERENCE**

**Job title** : Supervisor  
**Contact Person** : Ms Slindile Mdletshe  
**Contract Number** : 0729482143